

83-9250

1983

MEMORANDUM FOR: Director of Training and Education

FROM : E. Wayne Boring
Director of Scientific and Weapons Research

SUBJECT : Request for HBWP Course

1. OSWR would like to request that the Office of Training and Education provide a special class for OSWR, on the use of ODP's Host Based Word Processor (HBWP). We have spoken with [] of ISC, and he has expressed his willingness to teach a 2 day course if approved by OTE. [] informed us that ODP requested that no formal classes be offered on the HBWP until they are satisfied with its performance and stability. However, in anticipation of the HBWP, OSWR has equipped every secretary in the office with 7260 Delta Datas to satisfy our word processing needs, along with our other ADP needs (ie. SAFE, AIM, etc.). Our secretaries are primarily using SCRIPTX for word processing, but they feel it is too cumbersome and based on their exposure to HBWP, are anxious to get some training and begin using it as the primary system. To compliment the HBWP OSWR already has extensive local printing capability with 16 Design-100's, but is adding six or more laser printers this year.

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2. Some OSWR personnel have been using the HBWP for the past 6 months and are aware of its current status and limitations. We feel the system can already meet many of our needs, and will continue to improve in the coming months. OSWR has 50 full-time secretaries that would require training. However, a smaller group would be selected for initial training, possibly 16-20, depending on how many OTE can accommodate. We anticipate that some cross-fertilization would occur, but it might be necessary after the initial period of a few months to rerun the same course for the remainder of our secretaries. OSWR can provide at least two qualified ADP personnel to assist with classroom coaching and preparation of relevant materials.

3. [] can be contacted for any question on organizing and assisting with such a course.

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[]
E. Wayne Boring

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APPROVED:

[]
Director of Training and Education

Date

11/28/83

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